

CAP PAMPHLET 8 (E)

UNIT TEST CONTROL OFFICER

ECI COURSE



2 JANUARY 2000

**NATIONAL HEADQUARTERS CIVIL AIR PATROL
AEROSPACE EDUCATION AND TRAINING DIRECTORATE
105 SOUTH HANSELL STREET
MAXWELL AFB, ALABAMA 36112-6332**

INTRODUCTION

This pamphlet was developed to expedite and improve CAP members ability to identify, enroll, test, and get credit for Extension Course Institute (ECI) courses. This pamphlet supersedes *Unit Test Control Officer ECI Course Handbook*, April 1997.

As responsible citizens, you must remember ECI is a USAF funded institution. Course catalogues, textbooks, tests, record keeping, and postage cost money. The large number of CAP units precludes distribution of the full 200+ page ECI Catalogue to each CAP unit. We have developed this CAP-tailored pamphlet to ensure the most efficient use of ECI resources. When you enroll in an ECI course, you are responsible for completing it. Failure to do so could jeopardize CAP's access to the ECI system. ECI places time restrictions on course completion. If you do not complete a course within the time restriction, you may be prohibited from enrolling in another course for six months. The PME courses (SOS, ACSC, and AWC) may have some additional restrictions, so you should consult the pamphlet that accompanies those courses.

The enclosed list of CAP member eligible courses has been extracted from the USAF ECI Course Catalog. For a description of the course content, contact your wing test control officer. Career Development Courses are divided by USAF Career Skills and listed in the order from the ECI Catalog. Some categories, such as (1A) Aircrew Operations, are listed in two locations. So, if you are looking for a particular training course, please review the entire course listing.

If you have questions about course content or restrictions, please contact your wing test control officer (TCO). If for some reason the wing TCO cannot help you, call the National Headquarters CAP Registrar at (334) 953-5798, DSN 493-5798, or FAX extension 7771. Don't forget to ask about college credit.

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Any comments or suggestions you might have to improve this pamphlet are welcome. Call (334) 953-5798, FAX (334) 953-7771, or write:

**Headquarters Civil Air Patrol
ECI Course Monitor CAP/ETS
105 South Hansell Street
Maxwell AFB, AL 36112-6332**

UNIT 1. ABBREVIATED LISTING OF ECI COURSES

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100. CAP Related ECI Courses

00013 - CAP Senior Officer Course 4 Volumes
Revised November 97
Hours to complete: Volumes = 39 Course Exams (CE) = 9 Total Hours = 48
Reserve Points: Volumes = 13 CE = 3 Total Points = 16
American Council Credit Recommendations: None, reevaluation pending.

02010 - Civil Air Patrol Public Affairs Officer 2 Volumes
Hours to complete: Volumes = 21 CE = 6 Total Hours = 27
Reserve Points: Volumes = 7 CE = 2 Total Points = 9
American Council Credit Recommendations: Total semester hour: 1 in radio-TV-film.
Journalism, baccalaureate/associate degree.

02130A - Civil Air Patrol Scanner Course 1 Volume
Hours to complete: Volume = 6 CE = 3 Total Hours = 9
Reserve Points: Volume = 2 CE = 1 Total Points = 3
American Council Credit Recommendations: None, reevaluation after revision.

02130B - Civil Air Patrol Mission Observer Course 1 Volume
Hours to complete: Volume = 12 CE = 3 Total Hours = 15
Reserve Points: Volume = 4 CE = 1 Total Points = 5
American Council Credit Recommendations: Total semester hour: 1 in visual navigation,
lower-division baccalaureate/associate degree.

02130D - Introduction to Civil Air Patrol Emergency Services 1 Volume
Revised April 96
Hours to complete: Volume = 12 CE = 3 Total Hours = 15
Reserve Points: Volume = 4 CE = 1 Total Points = 5
American Council Credit Recommendations: None, reevaluation pending.

02170 - Civil Air Patrol - Safety Officer Course 1 Volume
Hours to complete: Volume = 3 CE = 3 Total Hours = 6
Reserve Points: Volume = 1 CE = 1 Total Points = 2
American Council Credit Recommendations: Total semester hours: 1 (voc.) in safety
management.

101. Professional Military Education ECI Courses

SQUADRON OFFICER SCHOOL (Upper division Baccalaureate 6 hours possible. You need to submit transcript to college for evaluation. They will determine college credit) CAP Grade Captains and above required.

00024A - Officership

Hours to complete: Volume = 30 CE = 9

Reserve Points: Volume = 10 CE = 3

1 Volume

Total Hours = 39

Total Points = 13

00024B - Staff Communications

Hours to complete: Volume = 18 CE = 6

Reserve Points: Volume = 6 CE = 2

1 Volume

Total Hours = 24

Total Points = 8

00024C - Leadership

Hours to complete: Volume = 45 CE = 12

Reserve Points: Volume = 15 CE = 4

4 Volumes

Total Hours = 57

Total Points = 19

00024D - Force Employment

Hours to complete: Volume = 39 CE = 9

Reserve Points: Volume = 13 CE = 3

4 Volumes

Total Hours = 48

Total Points = 16

INTERMEDIATE OFFICER PME (Graduate level 28 hours possible. You need to submit transcript to the college for evaluation. They will determine college credit). CAP Grade Majors and above required. Order via MAFB Form 117 (see Unit 2).

00037A - Air Command and Staff College (ACSC) Distance Learning (Multimedia CD-ROM Correspondence)

2 CD's

Activated Aug 1997

Total Hours = 180

Total Points = 60

00037B - Air Command and Staff College (ACSC) Distance Learning (Multimedia CD-ROM Correspondence)

2 CD's

Activated Aug 1997

Total Hours = 124 hours

Total Points = 41 points

00037C - Air Command and Staff College (ACSC) Distance Learning (Multimedia CD-ROM Correspondence)

2 CD's

Activated Aug 1997

Total Hours = 109

Total Points = 36

00037D - Air Command and Staff College (ACSC) Distance Learning (Multimedia CD-ROM Correspondence)

2 CD's

Activated Aug 1997

Total Hours = 138

Total Points = 46

SENIOR OFFICER PME (Graduate level 19 hours possible. You need to submit transcript to college for evaluation. They will determine college credit) CAP Grade Lieutenant Colonels and above required Order via MAFB Form 53 (see Unit 2)

00042A - Air War College Correspondence Program

Volume I

Total Hours = 123

Total Points = 41

00042B - Air War College Correspondence Program

Volume II

Total Hours = 132

Total Points = 44

00042C - Air War College Correspondence Program

Volume III

Total Hours = 153

Total Points = 51

The writing assignment for the correspondence program is counted as 39 additional hours and 13 points.

00042D - Air War College Correspondence Program

Volume IV

Total Hours = 63

Total Points = 21

102. USAF ECI Career Development Courses Available for Civil Air Patrol Members

Courses are divided by USAF Career Skills and listed in the order from the ECI Catalog. Some categories, such as (1A) Aircrew Operations, are listed in two locations. So, if you are looking for a particular training course, please review the entire course listing.

Keep in mind this is a tailored list for Civil Air Patrol. If you chose to view the entire list, which includes the course content please contact the wing senior training officer. They should have a copy of the ECI Catalog, or check the web site at <http://www.au.af.mil/au/oas/eci/eci/cattoc.htm>

(1A) AIRCREW OPERATIONS

1A151C Flight Engineer Journeyman (Fixed Wing, Performance Qualified)

(1C) COMMAND CONTROL SYSTEMS OPERATIONS

1C072 Operations Resource Management Systems Craftsman

(1T) AIRCREW PROTECTION

1T151 Aircrew Life Support Journeyman

1T171 Aircrew Life Support Craftsman **(1A) AIRCREW OPERATIONS**

11350B Flight Engineer Journeyman (Helicopter Qualified)

11851A Airborne Command and Control Communications Equipment Journeyman

(2A) MANNED AEROSPACE MAINTENANCE

2A051	Avionics Test Station and Component Journeyman
2A051A	Avionics Test Station and Component Journeyman
2A153A	Communication/Navigation Systems Journeyman
2A173	Communications/Navigation Systems Craftsman
2A177	Electronic Warfare Systems Craftsman
2A351B System	F-15/F-111 Avionics Systems Journeyman, Instrument and Flight Control
2A353	Tactical Aircraft Maintenance Journeyman
2A373B	Aerospace Maintenance Craftsman (Heavy Aircraft)
2A373J	Fighter Aircraft Maintenance Craftsman (Gen)
2A452A	Aircraft Communication Navigation Systems Journeyman
2A472	Aircraft Communication Navigation Systems Craftsman
2A551	Aerospace Maintenance Journeyman
2A552A	Helicopter Journeyman
2A553	General Bomber Avionics
2A553A	Offensive Avionics Systems Journeyman
2A553X	Offensive Avionics Systems Journeyman (B-52)
2A571	Aerospace Maintenance Craftsman Heavy Aircraft
2A655	Aircraft Hydraulic Systems Journeyman
2A673	Aircrew Egress System Craftsman
2A674	Aircraft Fuel Systems Craftsman
2A772	Nondestructive Inspection Craftsman
2A774	Fabrication and Parachute Craftsman

(2E) COMMUNICATIONS-ELECTRONICS SYSTEMS

2E051A	Ground Radar Systems Journeyman
2E051B	Ground Radar Systems Journeyman
2E172	Meteorological and Navigation Systems Craftsman
2G051	Logistics Plans Journeyman
2R151	Maintenance Scheduling Journeyman

(2S) SUPPLY

2S051A	Supply Management Journeyman
2S051B	Supply Management Journeyman
2S071	Supply Management Craftsman
2T171	Vehicle Operations Craftsman
2T271	Air Transportation Craftsman

(2W) MUNITIONS AND WEAPONS

2W051A Munitions Systems Journeyman
2W051C Munitions Systems Journeyman
2W151A Aircraft Armament Systems Journeyman
2W171 Aircraft Armament Systems Craftsman

(1W) WEATHER

25150 Weather Journeyman

(1C) COMMAND CONTROL SYSTEMS OPERATIONS

27132 Operations Resource Management Apprentice
27152 Operations Resource Management Journeyman

(3C) COMMUNICATIONS-COMPUTER SYSTEMS

3C051B Communications-Computer Systems Operator Journeyman
3C052 Communication-Computer Systems Journeyman

(3E) CIVIL ENGINEERING

3E050 General Contingency Responsibilities
3E731 Fire Fighter I
3E751A Fire Fighter II
3E951 Disaster Preparedness Journeyman

(3P) SECURITY POLICE

3P051A Security Journeyman
3P051B Ground Combat Skills
3P052A Law Enforcement Journeyman
3P052B Ground Combat Skills
3P052C Military Working Dog Program
3P071 Security Craftsman
3P072 Law Enforcement Craftsman

(3S) MISSION SUPPORT

3S051A Personnel Journeyman
3S051B Personnel Journeyman
3S052D Personnel Systems Management Journeyman

(2E) COMMUNICATIONS-ELECTRONICS SYSTEMS

30353B Automatic Tracking Radar Journeyman
30353C Automatic Tracking Radar Journeyman
30452A Meteorological and Navigation Systems Journeyman
30454A Ground Radio Communications Journeyman
30457A Satellite and Wideband Communications Equipment Journeyman
30457B Satellite and Wideband Communications Equipment Journeyman
30656A Secure Communications Systems Maintenance Journeyman

31653 Instrumentation and Telemetry Systems Journeyman
 36151A Communications-Cable Systems Journeyman
 36253 Missile Control Communications Systems Journeyman

(4M) MEDICAL

4M051 Aerospace Physiology Journeyman
 4Y051B Dental Assistant Journeyman

(2M) MISSILE AND SPACE SYSTEMS MAINTENANCE

41150A Missile and Space Systems Electronic Maintenance Journeyman, ICBM

(2A) MANNED AEROSPACE MAINTENANCE

42352 Aircrew Egress Systems Journeyman
 42753 Fabrication and Parachute Journeyman
 43151 Aircraft Maintenance Specialist, Tactical Aircraft

(2A) MANNED AEROSPACE MAINTENANCE

45155A F-16 A/B Avionics Test Station and Component Journeyman
 45155B A-10 Avionics Test Station and Component Journeyman
 45155C F-16 C/D Avionics Test Station and Component Journeyman
 45177 B-1B Avionics Test Station and Component Craftsman
 45251 F-15/F-111 Avionics Systems Journeyman
 2A351A F-15/F-111 Avionics Attack Control Systems Journeyman and Craftsman
 45251C F-15 Avionics Systems Journeyman, Communication, Navigation, and Penetration Aids Systems
 45252 F-16 Integrated Organizational Avionics Systems Journeyman
 45252A F-16 Integrated Avionics Attack Control Systems Journeyman
 45252B Integrated Avionics Instrument and Flight Control Systems Journeyman (F-16)
 45252C (F-16) Integrated Avionics Communication, Navigation and Penetration Aids Systems Journeyman
 45253C Integrated Avionics Communications, Navigation, and Penetration Aids Systems Journeyman
 45450B Aerospace Propulsion Journeyman, Turboprop and Turboshift Propulsion
 45453 Aircraft Fuel Systems Journeyman
 45455 Aircraft Electrical and Environmental Systems Journeyman
 45550 Avionics Sensors Maintenance Journeyman
 45572B Communication and Navigation Systems Craftsman (Communication Systems)
 45572C Communication and Navigation Systems Craftsman (Navigation Systems)
 45572D Communication and Navigation Systems Craftsman (Radar Systems)
 45572E Communication and Navigation Systems Craftsman (Doppler Systems)
 45573A Aircraft Communication and Navigation System Craftsman
 45753B B-1B and B-2 Avionics Systems Journeyman, Instrument and Flight Control Computer

45753C B-1B and B-2 Avionics Systems Journeyman, Communications, Navigation and Defensive Avionics Systems

45872B Aircraft Structural Maintenance Craftsman

(2M) MISSILE & SPACE SYSTEMS MAINTENANCE

46650A Missile and Space Systems Electronic Maintenance Journeyman, ALCM

(3E) CIVIL ENGINEERING

47201 Hazardous Materials (Awareness)

47202 Hazardous Material (Operations)

47203 Hazardous Materials (Technician)

47205 Hazardous Materials (Incident Commander)

(2T) TRANSPORTATION AND VEHICLE MAINTENANCE

47250 Special-Purpose Vehicle and Equipment Maintenance Journeyman

47251A Special Vehicle Maintenance Journeyman, (Fire Trucks)

47251B Special Vehicle Maintenance Journeyman, (Refueling Vehicles)

47252 General-Purpose Vehicle Maintenance Journeyman

47253 Vehicle Body Maintenance Journeyman

47271 Special-Purpose Vehicle and Equipment Craftsman

47275 General-Purpose Vehicle and Body Maintenance Craftsman

(3E) CIVIL ENGINEERING

54250B Electrical Systems Journeyman

54252A Electrical Power Production Journeyman

54252B Electrical Power Production Journeyman

54272A Electrical Power Production Craftsman

54272B Electrical Power Production Craftsman

55151A Pavement and Construction Equipment Journeyman

57150B Apparatus Driver/Operator-Pumper

57150C Apparatus Driver/Operator-Aerial/Tiller

57150D Apparatus Driver/Operator Aircraft Rescue and Fire Fighting Vehicles

57150E Airport Fire Fighter

57170A Fire Officer I

57170B Fire Service Instructor I

57170C Fire Inspector I

57170D Fire Inspector II

57170E Fire Officer II

5R051 Chaplain Service Support

(6F) FINANCIAL

6F051A Financial Management Journeyman (Introduction)

6F051B Financial Management Journeyman (Commercial Services and ATRAS)

6F052A Financial Services Journeyman (Introduction)
6F052B Financial Services Journeyman (Military Pay and Civilian Pay)

(2T) TRANSPORTATION AND VEHICLE MAINTENANCE

60330 Vehicle Operator/Dispatcher Apprentice
60350 Vehicle Operator/Dispatcher Journeyman
60555 Air Transportation Journeyman

(2F) FUELS

63150 Fuels Journeyman

(6C) CONTRACTING

65150 Contracting Journeyman

(6F) FINANCIAL

67251C Financial Management Journeyman (Materiel)
67251D Financial Management Journeyman (Accounts Control)
67252C Financial Services Journeyman (Travel)
67450 Financial Analysis Journeyman

(3P) SECURITY POLICE

75350 Combat Arms Training and Maintenance Journeyman

(3M) MORALE, WELFARE, RECREATION, & SERVICES

78150A Morale, Welfare, Recreation, and Services (MWRS) Journeyman

(3N) PUBLIC AFFAIRS

79150 Public Affairs Journeyman

(5R) CHAPLAIN SERVICE SUPPORT

89370 Chaplain Service Support Craftsman

(4X) MEDICAL

90650A Health Services Management Journeyman
90650B Health Services Management Journeyman
90650C Health Services Management Journeyman
90850 Public Health Journeyman
91550 Medical Materiel Journeyman

UNIT 2. ECI COURSE APPLICATION AND ORDERING TESTS

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103. Mail Enrollment Procedures for ECI Courses

Copy the blank ECI Form 23 at the end of this section and complete the form as follows:

ECI ENROLLMENT APPLICATION											
(TYPE or PRINT clearly. Fill out in accordance with instruction in the ECI Catalog.)											
PRIVACY ACT STATEMENT 1. AUTHORITY: 44 USC 3101; 3406; 40 USC 5012; EO 9397 2. PRINCIPAL PURPOSE: Used for individuals to provide information to ECI for enrollment in a specific correspondence study course. 3. ROUTINE USE: To provide ECI course enrollment. 4. DISCLOSURE: Voluntary. However, if information is not provided, enrollment cannot be accomplished.											
1. ECI COURSE NUMBER				2. SOCIAL SECURITY ACCOUNT NUMBER				3. IDENTITY CODE CATEGORY			
0 0 0 0 1 3				3 1 4 1 1				1 9 6 2 7			
4. NAME (Last First Middle Initial)				5. PAY GRADE				6. REASON FOR ENROLLMENT CODES			
GOULD J D				O - 1				1. <input type="checkbox"/> MANDATORY 2. <input checked="" type="checkbox"/> VOLUNTARY			
7. ADDRESS (All enrollments use address of Unit Training Office)						8. TCO PHONE (DSN)		9. COURSE TITLE			
106 Pear St.						N/A		CAP SENIOR OFFICER COURSE			
Peachtree, GA								10. SIGNATURE AND TITLE OF APPROVING OFFICIAL			
ZIP CODE						11. ZIP CODE/SHORE OF TEST CONTROL FACILITY		SIGNATURE			
3 0 0 1 0 — 5 5 0 1						3 0 0 6 0 4 1 1 7 8		I. M. Willing			
								TITLE			
								Sq Commander Unit # 1235			

ECI FORM 23, MAR 95

PREVIOUS EDITIONS WILL BE USED

*U.S. GPO: 1997-633-1024/63521

SAMPLE ECI FORM 23 AND COMPLETION INSTRUCTIONS

SECTION NUMBER

1. Enter the ECI course number from the ECI Catalog. (Contact the wing TCO if unknown).
2. Enter student's social security number.
3. Enter "7" in this block.
4. Enter student's name.
5. Check the "voluntary" box.
6. Enter grade according to the following:

SENIOR MEMBER GRADE	CODE	CADET GRADE	CODE
Neither NCO nor Officer	E-1	Cadet 2nd Lieutenant	C-1
Noncommissioned Officer	N-1	Cadet 1st Lieutenant	C-2
Flight Officer	FO	Cadet Captain	C-3
Technical Flight Officer	FO-1	Cadet Major	C-4
Senior Flight Officer	FO-2	Cadet Lt Colonel	C-5
2nd Lieutenant	O-1	Cadet Colonel	C-6
1st Lieutenant	O-2		
Captain	O-3		
Major	O-4		
Lieutenant Colonel	O-5		
Colonel	O-6		

7. Enter student's address and zip code.

8. Insert "not applicable."

9. Enter one of the following testing shredouts as appropriate:

WING	TEST SHRED	WING	TEST SHRED	WING	TEST SHRED	WING	TEST SHRED
AL	361125903-4	IN	469710010-6	NATCAP	203325114-2	PR	009066521-5
AK	995060014-1	IA	522050199-5	NE	685013644-1	RI	029150233-1
AR	722023337-2	KS	674022597-7	NV	894320133-5	SC	292280065-5
AZ	850201507-6	KY	406044148-5	NH	033015322-5	SD	571184626-1
CA	917629117-4	LA	701268034-6	NJ	086416099-7	TN	379400720-6
CO	800119525-8	ME	043325006-5	NM	871855069-7	TX	767154997-6
CT	064571233-1	MD	212408341-1	NY	115304856-2	UT	841162956-8
DE	198501285-3	MA	018790670-6	NC	272162082-5	VT	054079373-1
FL	336215208-6	MI	480455001-1	ND	585020608-8	VA	232372250-1
GA	300694112-8	MN	551110230-4	OH	432175910-4	WA	984380459-8
HI	968201817-5	MS	392093402-5	OK	731459111-6	WV	253292468-6
ID	837155190-5	MO	653051094-6	OR	974029542-9	WI	532254128-2
IL	606044205-5	MT	597189019-6	PA	186121145-5	WY	820039507-6

10. Enter the full title of the course from the ECI Catalog.

11. The unit commander or designee must sign here and include the unit number.

12. Mail the form to:

**Extension Course Institute
50 South Turner Blvd.
Maxwell AFB-Gunter Annex, AL 36118-5643**

13. FAX or mail a copy of the ECI Form 23 to the wing test control officer. (The wing TCO must be aware of all ECI enrollments to expedite administration of the course exam. Failure to do so will delay completion).

104. FAX Enrollment Procedures

ECI Form 23

1. Complete steps 1 - 11 above.
2. Fax the ECI Form 23 to (334) 416-4679.

NOTE: You may also FAX the ECI Form 17 to the same number to request your course exam.

3. FAX or mail a copy of the ECI Form 23 to the wing test control officer. (The wing TCO must be aware of all ECI enrollments to expedite administration of the course exam. Failure to do so will delay completion).

Special instructions for Air Command and Staff College and Air War College.

Follow the instructions at the end of this unit to apply.

FOR ACSC: FAX the MAXWELL AFB FORM 117 to (334) 416-4679 or mail to the ECI address above. Send a copy to the wing TCO.

FOR AWC: Mail the MAXWELL AFB FORM 53 to AWC/NS, 325 Chennault Circle, MAFB, AL 36112-6427. Send a copy to the wing TCO.

105. Ordering Tests

Upon completion of the course volumes use the ECI Form 17 to request the end of course exam. The course exam will be sent to the wing. In turn, the wing TCO logs the exam and forwards it to the unit TCO. This procedure ensures test security that helps ECI retain their accreditation with the American Council on Education to grant college credit for selected courses.

FOR AWC: Request your exam by calling (334) 953-7755 or mail your request to the AWC address above.

106. ECI Forms

FAX COVER SHEET

TO: ECI (334) 416-4679 DSN 596-4679

FROM:

name/CAP grade

address

city, state, zip

REGISTRAR: Please process the attached ECI Form 23.

ECI ENROLLMENT APPLICATION											
(TYPE or PRINT clearly. Fill out in accordance with instruction in the ECI Catalog.)											
PRIVACY ACT STATEMENT 1. AUTHORITY: 44 USC 3101; 3011; 10 USC 5012; EO 9397 2. PRINCIPAL PURPOSE: Used for individuals to provide information to ECI for enrollment in a specific correspondence study course. 3. ROUTINE USE: To provide ECI course enrollment. 4. DISCLOSURE: Voluntary. However, if information is not provided, enrollment cannot be accomplished.											
1. ECI COURSE NUMBER				2. SOCIAL SECURITY ACCOUNT NUMBER				3. IDENTITY CODE? CATEGORY			
<div style="display: flex; justify-content: space-between;"> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> </div>				<div style="display: flex; justify-content: space-between;"> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> </div>				<div style="display: flex; justify-content: space-between;"> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> </div>			
4. NAME (Last, First, Middle Initial)						5. PAY GRADE		6. REASON FOR ENROLLMENT CODES			
7. ADDRESS (All enrollees use address of Unit Training Office) <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>						8. TEL PHONE (DSN)		1. <input type="checkbox"/> MANDATORY 2. <input type="checkbox"/> VOLUNTARY			
11. ZIP CODE <div style="display: flex; justify-content: space-between;"> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> </div>						9. COURSE TITLE					
						10. SIGNATURE AND TITLE OF APPROVING OFFICIAL					
						SIGNATURE					
11. ZIP CODE/SHED OF TEST CONTROL FACILITY						TITLE					
<div style="display: flex; justify-content: space-between;"> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> </div>											

**DO NOT REMOVE THIS FORM FROM THE PAMPHLET.
MAKE A COPY.**

MAIL TO: ECI GUNTER AFB AL 36118-5643 ●SEE Note 1 below

CORRECTED OR LATEST ENROLLMENT DATA

► Items marked with "►" MUST be filled in. Request cannot be processed or responded to if these items are not completed.

1. THIS REQUEST CONCERNS COURSE NO.	2. TODAY'S DATE	3. ENROLLMENT DATE	4. DSN PHONE NUMBER	
5. SOCIAL SECURITY NUMBER (SSN)	6. GRADE / RANK	7. NAME (Last name)	First Name	MI

8. ADDRESS **NOTE:**
OJT Enrollees -- Enter address of unit training office with zip code.
ALL OTHERS -- Enter current mailing address with zip code.

► TYPE ADDRESS -- REQUIRED BY USPS

NAME

STREET / UNIT TRAINING OFFICE

CITY / BASE, STATE, ZIP CODE

9. E-MAIL ADDRESS AND FAX NUMBER

10. TEST CONTROL OFFICE ZIP CODE / SHRED

11. REQUEST FOR MATERIALS, RECORDS, OR SERVICE

X Place an "X" through number in box to left of service requested.

- | | |
|----|--|
| 1 | Request address change as indicated in item 8 above. <i>See Note 1.</i> |
| 2 | Request Test Control Office change as indicated in Item 10 above. <i>See Note 1.</i> |
| 3 | Extend course completion date. (<i>Justify in "Remarks" on reverse.</i>) <i>See Note 1.</i> |
| 4 | Request enrollment cancellation. Confirmation required. <input type="checkbox"/> <i>See Note 1.</i> |
| | Send course exam. |
| 5 | Automatic request on _____ (<i>date</i>).
Answer sheet request on _____ (<i>date</i>). <i>See Note 1.</i> |
| 6 | Request name change / correction to that as shown in Item 7 above. (<i>Provide old or incorrect data here.</i>) _____ |
| 7 | Send course materials. (<i>Specify in "Remarks" on reverse.</i>)
<input type="checkbox"/> Not received <input type="checkbox"/> Lost <input type="checkbox"/> Damaged |
| 8 | Correct SSN (<i>List incorrect SSN here.</i>) _____
(<i>Correct SSN should be shown in Item 5 above.</i>) |
| 9 | Request Grade / Rank change / correction. |
| 10 | CE results not received. Answer sheet submitted to ECI on _____ (<i>date</i>). |
| 11 | Give instructional assistance as requested on reverse. |
| 12 | Other (<i>Explain fully in "Remarks" on reverse.</i>) |

● **NOTE 1.** *Submit this form for automatic transmittal to ECI if capability is available.*

OJT STUDENTS must have their OJT Administrator certify this record.

ALL OTHER STUDENTS may certify their own requests

I certify that the information on this form is accurate and that
THIS REQUEST CANNOT BE ANSWERED AT THIS STATION.

SIGNATURE

ECI FORM 17, 19990301 (EF-V1)

PREVIOUS EDITIONS ARE OBSOLETE

STUDENT REQUEST FOR ASSISTANCE

**DO NOT REMOVE THIS FORM FROM THE PAMPHLET.MAKE A COPY.
SEE NEXT PAGE FOR THE REVERSE SIDE OF THIS FORM.**

AIR WAR COLLEGE NONRESIDENT STUDIES APPLICATION <i>(International Officers should not use this form to enroll in nonresident program)</i>	
PRIVACY ACT STATEMENT	
AUTHORITY: 10 U.S.C. 8012. PRINCIPAL PURPOSE: To obtain information for computer input from student voluntarily enrolled in the AWC Nonresident Studies Seminar or Correspondence programs. ROUTINE USES: Used to prepare data for input into the AWC computer database. This program enrolls, reenrolls, cancels, and graduates AWC Nonresident Studies students. This information also creates the database against which student writing assignments, attendance reports, and course completion can be correlated. Not releasable outside DoD. DISCLOSURE: Voluntary. However, if requested information is not furnished, enrollment can not be accomplished.	
I. FOR WHICH NONRESIDENT STUDIES COURSE DO YOU WISH TO ENROLL <input type="checkbox"/> Seminar Program <input type="checkbox"/> Correspondence Program HOW MANY TIMES HAVE YOU PREVIOUSLY ENROLLED IN AWC? <input type="checkbox"/> 1st <input type="checkbox"/> 2nd II. WHAT IS YOUR PRESENT GRADE? <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Major (0-4 Selected for 0-5) <input type="checkbox"/> Lt Col (0-5) <input type="checkbox"/> Col (0-6) <input type="checkbox"/> Other (specify) _____ </div> <div> <input type="checkbox"/> GS/GM-13 <input type="checkbox"/> GS/GM-14 <input type="checkbox"/> GS/GM-15 </div> </div> FOR MILITARY ONLY: HOW LONG HAVE YOU BEEN A "PINNED-ON" 0-5? <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Selected for 0-5 but not yet pinned on. <input type="checkbox"/> Less than 1 year <input type="checkbox"/> 2-4 years <input type="checkbox"/> N/A because I am an 0-6 </div> <div> <input type="checkbox"/> 1-2 years <input type="checkbox"/> 4 or more years <input type="checkbox"/> N/A because I am in the CAP </div> </div> III. WHAT IS YOUR MILITARY SERVICE COMPONENT? <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Active Duty Air Force <input type="checkbox"/> Air National Guard <input type="checkbox"/> Active Duty Army <input type="checkbox"/> Army National Guard <input type="checkbox"/> Navy Reserve <input type="checkbox"/> US Marine Corps <input type="checkbox"/> Other (specify) _____ </div> <div> <input type="checkbox"/> Air Force Reserve <input type="checkbox"/> Civil Air Patrol <input type="checkbox"/> Army Reserve <input type="checkbox"/> Active Duty Navy <input type="checkbox"/> US Coast Guard <input type="checkbox"/> Civilian </div> </div>	IV. ARE YOU A LINE OFFICER? <input type="checkbox"/> Yes, I am a Line Officer <input type="checkbox"/> No, I am a member of the: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> JAG Corps <input type="checkbox"/> Nurse Corps <input type="checkbox"/> Medical Corps </div> <div> <input type="checkbox"/> Chaplain Corps <input type="checkbox"/> Dental Corps <input type="checkbox"/> Other Medical Service Corps </div> </div> <input type="checkbox"/> N/A because I am a civilian V. WHAT IS YOUR AERONAUTICAL RATING? <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Pilot <input type="checkbox"/> Flight Surgeon </div> <div> <input type="checkbox"/> Navigator <input type="checkbox"/> Non-rated </div> </div> VI. WHAT IS YOUR AFSC? (Air Force, AF Reserve, and ANG only.) <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> FOR AIR WAR COLLEGE USE ONLY Seminar Number _____ Date Processed _____ Processor's Initials _____ Enrollment Number <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd </div>
VII. STUDENT ENROLLMENT INFORMATION (Your materials will be sent to the address you specify below.) 1. SSN <input style="width: 100px;" type="text"/> 2. GENDER (M=Male F=Female) <input style="width: 50px;" type="text"/> 3. LAST NAME <input style="width: 200px;" type="text"/> 4. FIRST NAME <input style="width: 100px;" type="text"/> 5. MI <input style="width: 30px;" type="text"/> 6. SUFFIX (Jr., Sr., III, etc.) <input style="width: 50px;" type="text"/> 7. YOUR MAILING ADDRESS STREET ADDRESS OR PO BOX <input style="width: 300px;" type="text"/> CITY <input style="width: 100px;" type="text"/> STATE <input style="width: 30px;" type="text"/> ZIP <input style="width: 50px;" type="text"/> 8. E-MAIL <input style="width: 200px;" type="text"/> 9. DSN PHONE <input style="width: 50px;" type="text"/> 10. DAYTIME COMM. PHONE <input style="width: 100px;" type="text"/>	
VIII. TESTING FACILITY INFORMATION (The ESO must complete this section. This information is mandatory.) 1. TCF Code <input style="width: 100px;" type="text"/> 2. ESO's Signature _____	
I certify that I meet the eligibility requirements set forth in Air Force Instruction 36-2301 for enrollment in the Air War College Nonresident Studies Programs. <i>(This signature is mandatory.)</i>	
APPLICANT'S SIGNATURE _____	DATE _____

MAXWELL AFB FORM 53, 19980601 (EF-V1) (AWC/NS)

PREVIOUS EDITIONS ARE OBSOLETE

DO NOT REMOVE THIS FORM FROM THE PAMPHLET.
 MAKE A COPY.

INSTRUCTIONS

READ AND FOLLOW THESE INSTRUCTIONS EXPLICITLY. FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN YOUR ENROLLMENT BEING DELAYED OR DENIED.

- A. Ensure you meet the eligibility requirements for this course (per AFI 36-2301).
- B. Type or print legibly.
 - I 1. Check enrollment method, Seminar or Correspondence (All enrollees must go through their Education Office).
 - 2. Self explanatory.
 - II 1. Check rank (If other, specify).
 - 2. Indicate how long you have been an O-5.
 - III Check military service component.
 - IV Indicate whether you are a line officer.
 - V Check aeronautical rating.
 - VI Place your current AFSC here.
 - VII
 - 1. SSN: Self explanatory.
 - 2. Gender: Self explanatory.
 - 3. LAST NAME: Self explanatory.
 - 4. FIRST NAME: Self explanatory.
 - 5. MI: Self explanatory.
 - 6. Suffix: Self explanatory.
 - 7. Your Mailing Address: Enter address where you would like your materials mailed.
 - 8. E-Mail: If you have access to E-Mail, enter that address here.
 - 9. DSN Phone Number: Self explanatory.
 - 10. Daytime Commercial Phone Number: Is only needed if you DO NOT have a DSN number.
 - VIII Test Control Facility Information: Education Service Officers (ESO) should complete this section. Their signature is mandatory to ensure your exams go to the right place.

NOTE

- 1. **ARMY ACTIVE DUTY PERSONNEL:** Must be selected to enroll in the Air War College course in order to receive credit. (This is an Army rule, see your education office).
- 2. **ARMY RESERVE PERSONNEL:** Are required to obtain command approval for enrollment in the AWC seminar or Correspondence program.
 - A. If assigned to a Troop Program Unit, submit your application through unit channels.
 - B. Non-unit officers (IMA) must submit the application through ARPERCEN.

ACSC DISTANCE LEARNING PROGRAM APPLICATION

PRIVACY ACT STATEMENT

1. **AUTHORITY:** 10 U.S.C. 8012. 2. **PRINCIPAL PURPOSE:** To obtain information for computer input from student voluntarily enrolled in the ACSC Associate Seminar/Correspondence Program. Use of SSN required to make positive identification of the individual and records. 3. **ROUTINE USES:** (1) Used to prepare data for input into the ACSC computer data base. This program enrolls, reenrolls, cancels, and graduates ACSC Associate Seminar/Correspondence Program students. (2) Information also forms the data base against which student writing assignments, attendance reports, and course completion can be correlated. 4. **DISCLOSURE:** Voluntary. However, if requested information is not furnished, there is no entry data for the computer program and enrollment cannot be accomplished.

INSTRUCTIONS: Check opposite the applicable item or fill in classroom data where required.

☐ CORRESPONDENCE (Course 37) CD ROM ☐ CYBER SEMINAR (Course 38) CD ROM ☐ CLASSROOM SEMINAR (Course 38) CD ROM

SSN		LAST NAME, FIRST NAME, MIDDLE INITIAL																																													
CURRENT GRADE		DATE OF RANK (Year, Month & Date)		DSN DUTY PHONE																																											
NOTE: If Civil Service as well as eligible Reserve or ANG, check appropriate military rank only. <table border="1"> <tr><td>Major Selectee</td><td>03A</td><td></td></tr> <tr><td>Major</td><td>04</td><td></td></tr> <tr><td>Lt Colonel</td><td>05</td><td></td></tr> <tr><td>Colonel</td><td>06</td><td></td></tr> </table>		Major Selectee	03A		Major	04		Lt Colonel	05		Colonel	06		HOME MAILING ADDRESS		CATEGORY <table border="1"> <tr><td>USAF - ANG, NON-EAD</td><td>C</td><td></td></tr> <tr><td>USAF - Regular</td><td>5</td><td></td></tr> <tr><td>USAF - Reserve, EAD</td><td>1</td><td></td></tr> <tr><td>USAF - Reserve, NON-EAD</td><td>A</td><td></td></tr> <tr><td>CAP</td><td>7</td><td></td></tr> <tr><td>US Army-ACT/RES/NG</td><td>8</td><td></td></tr> <tr><td>US Navy-ACT/RES</td><td>9</td><td></td></tr> <tr><td>US Marine-ACT/RES</td><td>Q</td><td></td></tr> <tr><td>Foreign Military</td><td>F</td><td></td></tr> <tr><td>US Civil Service</td><td>P</td><td></td></tr> </table>		USAF - ANG, NON-EAD	C		USAF - Regular	5		USAF - Reserve, EAD	1		USAF - Reserve, NON-EAD	A		CAP	7		US Army-ACT/RES/NG	8		US Navy-ACT/RES	9		US Marine-ACT/RES	Q		Foreign Military	F		US Civil Service	P	
Major Selectee	03A																																														
Major	04																																														
Lt Colonel	05																																														
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USAF - ANG, NON-EAD	C																																														
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CAP	7																																														
US Army-ACT/RES/NG	8																																														
US Navy-ACT/RES	9																																														
US Marine-ACT/RES	Q																																														
Foreign Military	F																																														
US Civil Service	P																																														
<table border="1"> <tr><td>Civil Service Only: Enter GS Grade and check this block. (GS 11 or higher)</td><td></td><td></td></tr> </table>		Civil Service Only: Enter GS Grade and check this block. (GS 11 or higher)																																													
Civil Service Only: Enter GS Grade and check this block. (GS 11 or higher)																																															
CITY OR APO		STATE	ZIP CODE OR APO NO.		<i>If Civil Service as well as eligible Reserve or ANG, check appropriate Reserve or ANG blocks only.</i>																																										

* ECI cannot process without nine-digit TCO Zip plus Shred	* TEST CONTROL OFFICE ZIP CODE / SHRED										REQUEST FOR MATERIALS, RECORDS, OR SERVICE		
	1	2	3	4	5	6	7	8	9	S H R E D	10	<input type="checkbox"/> 1. Correct/Change NAME <input type="checkbox"/> 2. Correct/Change RANK <input type="checkbox"/> 3. Correct/Change SSN <input type="checkbox"/> 4. Correct/Change ADDRESS <input type="checkbox"/> 5. Correct/Change TCO ZIP and/or SHRED <input type="checkbox"/> 6. Request Test Score Postcard, Course _____	<input type="checkbox"/> 7. Request Course Materials, Course _____ <input type="checkbox"/> 8. Request Course Exam, Course _____ <input type="checkbox"/> 9. Request Course Transcript (unofficial) <input type="checkbox"/> 10. Request Diploma Replacement (comments) <input type="checkbox"/> 11. Reenrollment (comments) <input type="checkbox"/> 12. Miscellaneous (see comments)

COMMENTS

E-MAIL ADDRESS		
SIGNATURE	STUDENT'S TELEPHONE NUMBER OFFICE _____ (DSN if available) HOME _____	DATE

**DO NOT REMOVE THIS FORM FROM THE PAMPHLET.
MAKE A COPY.**

INSTRUCTIONS FOR MAFB FORM 117

READ AND FOLLOW THESE INSTRUCTIONS EXPLICITLY. FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN YOUR ENROLLMENT BEING DELAYED OR DENIED.

Ensure you meet the eligibility requirements for this course.

1. CHECK CORRESPONDENCE.
2. SSN: Self explanatory.
3. LAST NAME, FIRST NAME, MI: Self explanatory.
4. CHECK RANK.
5. INDICATE DATE OF RANK (YYMMDD).
6. DSN - Leave Blank if N/A.
7. CATEGORY, CHECK CAP.
8. HOME MAILING ADDRESS: Self explanatory.
9. ENTER YOUR CITY.
10. STATE: Self explanatory.
11. ZIP+4: Self explanatory.
12. TEST CONTROL OFFICE ZIP CODE/SHRED: Obtain this number from page 2-2.
13. REQUEST FOR MATERIALS... (check as appropriate).
14. COMMENTS: As appropriate. The Unit Commander signs here and enters the unit number. Your unit commander's signature certifies that you have met the eligibility requirements.
15. Sign and date the enrollment application. Enter your commercial phone numbers. They are only needed if you DO NOT have a DSN number.

UNIT 3. ECI TEST CONTROL AND ADMINISTRATION

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107. Test Control Officer (TCO)	3-1
108. Requirements for Safeguarding ECI Test Materials	3-1
109. Test Administration	3-2
110. Test Scores	3-3
111. Compromise of ECI Test Materials	3-4
112. Request for Transcript from ECI	3-5
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The following paragraphs contain rules, requirements, and some useful tips on ECI test control procedures. Please consult CAPR 50–4, *Test Administration and Security*, for additional information on test control within CAP.

107. Test Control Officer (TCO)

1. Each CAP unit commander will ensure positive control of testing materials to prevent compromise. Each commander will appoint a TCO by letter. The TCO appoints alternate TCOs by letter. **THE UNIT COMMANDER MAY NOT SERVE AS TCO OR ALTERNATE.** To comply with Air Force and ECI directives, the commander must keep the letter current and on file in the unit.

2. TCOs and alternates must be at least 21 years old.

108. Requirements for Safeguarding ECI Test Materials

Each ECI test is mailed to the unit in a sealed envelope addressed to the commander or TCO. Attached to the inner envelope is the answer sheet. Upon receiving the test package, the TCO will:

1. Check the course examination (CE) to see if the envelope has been tampered with (opened and resealed with tape, stapled, etc.). If it appears to have been tampered with, refer to instructions in this pamphlet concerning a possible compromise.

THE TEST PACKET MUST NOT BE OPENED UNTIL THE SCHEDULED TESTING PERIOD AND ONLY IN THE PRESENCE OF THE EXAMINEE.

2. Check the answer sheet for the student's name and serial number (SSN), and the course numbers. The first three groups of numbers on the answer sheet must agree with the corresponding numbers on the CE booklet. Do not open the test envelope to check these numbers; they are visible through the envelope window and can be checked without opening the envelope. These numbers represent the course number, the volume number, and the form number.
3. After checking the CE, the TCO records the CE on the test inventory log as shown in Figure 3–1. The Inventory Log is a locally developed test control form. Computerized records may be used; however, the forms/records must accurately track the test from reception through destruction with the data described below.

(Sample)				
TEST INVENTORY LOG				
Control Number	Title	Date Received	Date Destroyed	Destroyed By
(data goes here)				

Figure 3–1. Test Inventory Log.

4. IF THE THREE GROUPS OF NUMBERS DO NOT AGREE:

- a. Do not administer the examination.
- b. Save the answer sheet.
- c. Prepare a transmittal letter to OAS/EIOI requesting the correct examination booklet. You may FAX this request to (334) 416-4679.
- d. Destroy the incorrect exam booklet and annotate the Test Inventory Log with reason for destruction, date, and signature.
- e. Make the same checks as above when the new examination booklet is received.
- f. Destroy the duplicate CE answer sheet, if received.
- g. Follow the above procedures to log in the new test.

109. Test Administration

Tests will be administered under favorable environmental conditions (lighting, temperature, noise, and workspace). Tests are administered only by the TCO or alternate TCO. The administering TCO must take precautions to prevent cheating, or any test compromise. Tests for the unit TCO/alternate may be administered by the unit commander. Controlled, or closed-book tests, will not be released to the examinee for unsupervised completion. Unsupervised controlled, or closed-book test, taking constitutes a test compromise. If more than 15 students are testing at one time, the TCO should appoint a test proctor to watch students during the testing period.

There should be one TCO or proctor available for each 15 students testing. TCOs take the following specific actions pertaining to CAP and ECI tests:

1. Before administering an ECI test, comply with the ECI test security procedures.
2. Advise the examinee to circle the answers on the ECI examination booklet before marking the answer sheet. This prevents erasures on the answer sheet and provides a backup set of answers should the student's answer sheet get lost in the mail.
3. Allow (normally) three (3) hours for the course examination; however, more time may be allowed if necessary. The test should be administered in one session only.
4. After the test is completed, examine test materials to verify the examinee returned all materials, including authorized worksheets, if applicable.
5. Make sure the examinee's name, rank, SSN, and date are on the front page of the student's test booklet.
6. Allow a test examinee access to the course examination only during the authorized test administration period and do not allow examinee to review the contents of the examination once the testing period has ended and the exam booklet has been returned to the test examiner.
7. Reseal the test booklet in the original envelope and mark it for destruction in 45 days. Retain the test booklet for 45 days from the date the examinee completed the test or until notified that the examination results have been received by the student. If there is any question or problem concerning the examination score, retain the booklet until ECI has been contacted and the matter is resolved.
8. Collect and destroy all used scratch paper and worksheets.
9. Check the answer sheet to make sure there are no extraneous marks on it. Place the answer sheet in the envelope provided, seal the envelope, and mail to ECI within 24 hours. More than one answer sheet may be sent in an envelope. Letters, notes, etc., should not be put in the answer sheet envelope because grading may be delayed. Annotations on the answer sheet will be ignored. Use the ECI Form 17, *Student Request for Assistance*, for queries.
10. Return the used exam booklet to the test storage, pending destruction.

110. Test Scores

ECI sends a report directly to the student who should immediately inform the TCO of the results. Students who satisfactorily complete the course examination receive a certificate of course completion (ECI Form 9). It is the student's responsibility to have the results entered on the CAP member's master records (CAP Form 45 and CAP Form 45b). The student should retain the original of the ECI Form 9. Course examinations are graded upon receipt at ECI. Test results are mailed as quickly as possible, usually within three working days. If an examinee notifies the TCO that the test results have NOT been received and ECI confirms that the answer sheet has not been received, the TCO should:

1. Request a replacement answer sheet from OAS/EIOI. You may FAX this request to (334) 416-4679.
2. Mark the answers from the test booklet onto the new answer sheet and forward it to ECI for scoring.
3. Mark on the test booklet the date the reaccomplished answer sheet was forwarded to ECI. Again, retain the test booklet 45 days from the date the answers were recorded on the new answer sheet or until notified that the examinee has received the test results.

111. Compromise of ECI Test Materials

1. NO PART OF ANY TEST MATERIALS MAY BE DUPLICATED OR TRANSCRIBED FOR ANY REASON.

If insufficient copies are available, additional copies must be obtained using the procedures in appropriate regulations. Test materials may not be borrowed from other units.

2. Only the unit commander, TCO, or alternate TCO are authorized access to testing materials except as follows:

- a. Examinees during an examination session and while under supervision of the TCO or alternate TCO.
- b. Officers designated by the wing commander for the purpose of official unit inspections or investigations. Access to test materials by any other persons at any time constitutes a test compromise.

3. The following are potential compromise situations:

- a. Failure to properly identify examinees.
- b. Reviewing, accessing, or allowing review of or access to, controlled test material by an individual not specifically authorized.
- c. Having an oral or written discussion of test material with an unauthorized person (including electronic means).
- d. Bringing any unauthorized material into the examination room.
- e. Permitting reproduction or copying of any test material.
- f. Removing test material from the examination room without authorization.
- g. Leaving an examinee, or group of examinees, unsupervised during a testing session.
- h. Being unable to account for the location or disposition of test materials.
- i. Improperly packaging or labeling test materials for mailing in a way that could result in unauthorized disclosure.
- j. Opening, or otherwise tampering with, any package containing test materials by an unauthorized person.
- k. Storing test materials improperly.
- l. Destroying test materials improperly.
- m. Taking or possessing test materials without authorization.
- n. Taking any deliberate action that could result in the unauthorized disclosure of test materials.

4. If possible compromise of test materials is suspected, the unit commander will:

- a. Immediately suspend all testing at that testing office.
- b. Impound all tests involved.
- c. Take immediate action to preserve the security of all test materials whether or not they are suspected of compromise.
- d. Conduct an immediate personal investigation to determine the nature and extent of the compromise.
- e. Notify the wing commander that a possible compromise has occurred and communicate the results of his/her personal investigation.
- f. The wing commander may direct further investigation by the unit commander or by persons outside the unit.

5. If compromise of test materials is confirmed:

- a. The unit commander will notify wing headquarters and National Headquarters/ETS in writing, listing the test materials compromised.
- b. The wing commander then appoints an officer not assigned to the unit to investigate the compromise situation. A copy of the investigation findings, recommendations, and actions taken is provided to National Headquarters/ETS as soon as possible. The wing commander takes appropriate action to ensure the security of the test materials and to prevent recurrence of the method of compromise.

112. Request for Transcript from ECI

If an individual believes that a school may award college credit for ECI courses completed, or otherwise needs proof of course completion, the individual may request a transcript from the Registrar Branch:

**OAS/EIOR
Bldg 832, 50 South Turner Blvd.
Maxwell AFB-Gunter Annex, AL 36118-5643**

No fee is charged for this service. Requests must be made in writing since transcripts are covered by the Privacy Act. ECI verifies course completion and prepares a transcript. When requesting a transcript, the individual provides the following information:

1. Name and address, including any former names.
2. SSN or old service number for courses completed prior to 1967.
3. Course number and/or title.
(No action can be taken if the course number is not provided.)
4. Year completed.
5. Name and mailing address of school or agency receiving the official transcript. Official transcripts are mailed to educational institutions only. Unofficial transcripts are mailed to students and marked "Issued to Student."
6. Your signature.

113. Request for Diploma

Diplomas are automatically issued for Air War College, Air Command and Staff College, Squadron Officer School, Senior Noncommissioned Officer Academy, Command Noncommissioned Officer Academy, and Course 50, History of US Air Power. If graduates of these programs do not receive diplomas within 60 days, they should contact OAS/EIOR. Individuals completing the CAP Senior Officer Course, and USAFR Officer Preparatory Course may request a diploma from OAS/EIOR, 50 South Turner Blvd, Maxwell AFB, Gunter Annex AL 36118-5643. Notify ECI immediately if the student's name or rank changes during enrollment to ensure correct information is contained on the diploma.

UNIT 4. ECI COURSE PURCHASING PROCEDURES, PRICE LIST, AND ORDER FORM.

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114. Procedures for Purchasing ECI Course.....	4-1
115. Price List	4-1
116. ECI Course Order Form	4-6

114. Procedures for Ordering ECI Course

ECI course materials are provided for sale to the following individuals upon request:

1. Personnel who are eligible to enroll in a career development and specialized course who do not wish to participate as an active student.
2. Retired members of the armed forces and civilians acting as private citizens.

When an individual purchases a course, he/she is *not* officially enrolled in the course. Course examinations are not forwarded with the course materials and individuals may *not* request the examinations for course credit.

ECI does *not* refund money received for payment of course materials. Not all courses are offered for sale; PME courses, (except course 00050), courses containing sales restricted information, which prohibit their sale, i.e., classified, copyright, or “For Official Use Only” (FOUO) materials and others are restricted for sale to DoD personnel only.

To order, submit a money order or cashier’s check with order form for the exact amount payable to ADSN 6671. Money order and cashier’s check must indicate the correct price, or it will be returned without action. The request must include name, mailing address, telephone number, and course number. Forward this information and money order/cashier’s check to OAS/DMS, 50 South Turner Blvd, Maxwell AFB, Gunter Annex AL 36118–5643. An order form can be found on page 4-6. Copies of this form can be used to order CDC materials.

115. Price List

The Course Price Listing is now available on the World Wide Web by accessing:
<http://www.au.af.mil/au/oas/eci/eci/price.htm>

**	CONTAINS COPYRIGHT MATERIAL	NOT FOR SALE
***	CONTAINS CLASSIFIED MATERIAL	NOT FOR SALE

COURSE NUMBER	DOD PRICE	OTHER PRICE	COURSE NUMBER	DOD PRICE	OTHER PRICE
00050	\$21	\$63	1C051	25	***
01200	9	26	1C052	25	111
01900	3	8	1C071	19	56
01A30	15	***	1C072	8	24
01W01A	24	**	1C151	19	***
01W01B	25	74	1C251A	17	***
01W01C	11	33	1C251B	25	***
02010	4	12	1C351	11	***
021A1	25	85	1C451	25	***
02130A	2	7	1C651	22	65
02130B	4	11	1N051	25	159
02130D	4	12	1N071	16	48
02170	2	6	1S051	25	**
03029	1	4	1T051	25	***
03030A	16	49	1T151	25	92
03030B	10	***	1T171	15	46
03031	6	18	1T251A	25	**
03032	18	***	1W051A	18	57
03035	3	**	1W051B	25	**
03036	4	**	27131	6	18
03037	3	9	27132	21	62
03038	4	**	27650	21	***
03039	3	**	2A051	23	68
046A1	25	**	2A051A	8	24
05501	22	***	2A051B	25	100
06601	5	15	2A151	25	**
06608	5	**	2A152A	22	***
06613	5	15	2A152B	12	***
06702	6	19	2A152C	9	***
07340	3	**	2A153A	21	63
07920	18	54	2A153F	10	31
08100	6	18	2A154A	25	90
0Z100	25	**	2A154B	25	96
0C203	25	80	2A157A	24	73
10213	3	10	2A157B	15	**
10311	2	7	2A157C	23	**
10312	2	**	2A172	6	**
10312	2	**	2A173	17	51
10412	2	5	2A177	17	52
10413	3	9	2A252B	25	**
11851A	14	42	2A351A	25	93
11851B	25	***	2A351B	25	131
1A051	18	55	2A351C	25	98
1A151B	25	**	2A352	17	50
1A151C	25	87	2A352A	19	57
1A251	17	52	2A352B	13	40
1A451	14	***	2A352C	22	66
1A551A	25	***	2A353	25	89
2A373A	25	80	2E152C	25	77

2A373B	11	33	2E153A	25	**
3A373J	12	35	2E153B	23	**
2A451A	22	***	2E153C	15	***
2A451B	10	***	2E154A	25	***
2A451C	8	***	2E154B	8	25
2A452A	20	59	2E154C	25	**
2A452B	23	70	2E171	9	***
2A452C	4	11	2E172	22	67
2A453A	25	***	2E251	20	60
2A453B	13	***	2E251B	18	55
2A453C	17	***	2E251C	19	56
2A471	5	***	2E251E	25	88
2A472	11	33	2E351B	18	***
2A473	7	21	2E652A	23	**
2A551	25	94	2E652B	24	**
2A552A	25	97	2E652C	21	**
2A552B	25	178	2E653A	21	**
2A553	12	37	2E653B	25	**
2A553A	14	41	2E851A	11	**
2A553B	19	57	2E851B	25	**
2A553C	25	75	2F051	25	80
2A533X	22	66	2F071	5	14
2A571	13	39	2G051	15	44
2A651A	25	***	2G071	10	30
2A651B	25	***	2M051A	9	27
2A652	25	***	2M051B	16	48
2A653	25	79	2M051C	12	37
2A654	22	67	2M052	23	70
2A655	25	95	2M053	25	***
2A671A	15	***	2M071	17	51
2A671B	8	***	2M072	13	**
2A672	18	***	2M073	15	45
2A673	13	40	2P051A	12	36
2A674	16	48	2P071	15	**
2A675	6	18	2R051	24	***
2A676	9	28	2R071	12	**
2A751A	25	84	2R151	18	55
2A751B	22	67	2R171	3	8
2A752	25	93	2S001	25	*
2A753	25	***	2S002	25	*
2A754	25	74	2S004	25	*
2A771	8	24	2S051A	25	79
2A772	3	9	2S051B	21	62
2A773	5	***	2S052	24	**
2A774	4	13	2S071	6	18
2E051A	25	96	2T071	21	***
2E051B	25	104	2T171	11	32
2E051C	14	42	2T271	16	48
2E152A	3	8	2T350A	25	**
2E152B	25	124	2T350B	25	**
2T353	17	50	3E851A	25	***

2T452	25	**	3E951	25	82
2W051A	16	48	3M051	25	88
2W051B	25	**	3M071A	8	16
2W051C	17	52	3M071B	4	12
2W151A	23	69	3M071C	6	17
2W151B	25	***	3M071D	5	15
2W171	8	23	3M071E	5	16
2W251A	22	***	3M071F	2	7
2W251B	25	***	3N051A	25	**
30353B	25	96	3N051B	25	**
30353C	22	67	3P051A	12	36
30452B	25	**	3P051B	6	17
30454B	17	**	3P052A	13	39
30455B	25	**	3P052B	6	17
30457A	14	43	3P052C	25	104
30457B	20	61	3P071	6	18
30656A	11	32	3P072	6	19
30950	25	**	3S051A	25	78
36150	25	**	3S051B	25	96
36151B	25	**	3S052A	10	**
36253	25	104	3S052D	12	***
3C051A	21	**	3S200	17	55
3C051B	15	44	3V051	24	**
3C052	19	58	3V052	25	**
3C071	13	39	3V053	25	**
3C072	9	26	3V071	6	**
3C106	25	**	3V072	10	29
3C107	25	**	40450A	25	**
3C251A	25	**	40450B	25	**
3C351	25	**	43151	20	61
3E050	17	50	45251	25	92
3E051A	25	**	45252B	15	44
3E052A	25	**	45455	25	132
03E052B	17	**	45571A	5	14
3E151A	25	**	45571B	5	14
3E251A	16	**	45571C	13	38
3E251B	18	**	45571D	9	26
3E351A	14	**	45571E	5	**
3E351B	25	82	45571F	8	17
3E451A	25	**	45571G	6	**
3E451B	19	**	45571H	6	**
3E453A	25	**	45571J	1	**
3E453B	19	**	45571K	4	8
3E731	6	19	45572B	18	53
3E751A	3	9	45572C	13	38
3E751B	2	7	45572D	6	19
3E751C	4	11	45572E	5	14
3E751D	3	10	45870B	11	**
3E751E	2	6	45872A	25	**
3E751F	2	5	45872B	8	23
46650B	25	***	60555	25	94
47201	3	9	65150	25	87

47202	2	6	67251C	5	16
47203	3	9	67251D	6	17
47205	2	5	67252C	5	16
47271	24	72	67450	21	62
47275	25	83	6F051A	5	16
49251	25	***	6F051B	10	29
49350B	25	**	6F052A	10	30
49370	10	**	6F052B	12	36
4A051A	22	65	70350	7	***
4A051B	18	55	73150B	11	***
4A051C	10	29	73150C	12	***
4A151	25	113	73470A	12	***
4A251A	25	**	73470B	9	**
4A251B	25	**	75350	18	55
4C051	25	**	78150B	25	**
4D051	25	**	79150	11	32
4J052A	25	86	79151	20	**
4J052B	25	89	7S071	15	**
4M051	25	94	90150	18	**
4N051A	22	**	90250B	23	**
4N051B	25	**	90650B	23	70
4N151A	25	**	90650C	12	35
4N151B	25	**	90750	25	**
4P051A	25	**	92470A	21	**
4P051B	25	**	92470B	23	**
4R051	25	**	92470C	12	**
4T051B	25	**	92670	13	**
4V051	25	**	98250	21	**
4V071	4	13			
4Y051A	25	**			
4Y051B	25	**			
54250B	25	109			
54252B	20	60			
54272B	11	34			
54550B	25	**			
54551	25	**			
55151B	22	**			
55250B	22	**			
55252B	21	**			
55350	25	**			
56651B	25	**			
57170A	4	11			
57170B	3	9			
57170E	4	11			
5J051	25	***			
5R051	18	53			
5R071	12	35			
60253	17	***			
60350	18	53			

116. ECI Course Order Form

The Extension Course Institute Course Order Form

MEMORANDUM FOR OAS/DMS**FROM:****SUBJECT: Purchase of ECI Course Materials****Request the following ECI course purchases:**

ECI Course Number _____

Course Title _____

Quantity _____ Unit Price \$ _____ Total Cost \$ _____

ECI Course Number _____

Course Title _____

Quantity _____ Unit Price \$ _____ Total Cost \$ _____

ECI Course Number _____

Course Title _____

Quantity _____ Unit Price \$ _____ Total Cost \$ _____

Total Amount Enclosed \$ _____**(Cashier's Check or Money Order ONLY)****Payable to ADSN 6671**

Ship to:

(Print your address)

Mail Request to:

OAS/DMS

50 South Turner Blvd.

Maxwell AFB, Gunter Annex, AL 36118-5643

(Requester's Signature)_____
(Date)